

Spec. Code: 1121
Occ. Area: 03
Work Area: 213
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 06/30/78

ASSOCIATE DIRECTOR OF PUBLICATIONS

Function of Job

Under administrative supervision of director, to plan implement operating systems and administrative functions of a university publications office, including program development and management analysis.

Characteristic Duties and Responsibilities

1. develops and supervises publications production system
2. consults with administrators and faculty on project planning
3. assures that projects satisfy university graphic standards
4. assists in preparation and review of budget
5. supervises and evaluates production staff
6. writes and administers contracts
7. manages office property and space
8. designs and carries out research studies and other special projects
9. as publication specialist (editor or designer), follows projects from initiation through editorial and design to production
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Baccalaureate degree in a field of mass communications (such as journalism), a field of visual communications (such as graphic design), printing management, or English

or

- (B) three years of professional work experience in the publications/communications field
2. three years of experience as publication/communication specialist in university, organizational, or corporate communication
 3. one year of administrative and/or supervisory experience in the publications/communications field

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of the processes and materials of typographic composition and printing production
2. knowledge of management practices and techniques
3. ability to work effectively with others

Associate Director of Publications.....New
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